**Franklin Village Public Library**

**Board Meeting**

**October 8, 2020**

**6:30 pm via Zoom**

**Agenda**

1. Call to order - 6:32 pm

2. Roll call: Teresa Natzke, Susan Pepper, Susan Stevens, Kim Greidanus, Janice Cherkasky, Rick David, Robin Rosen

3. Approve agenda: Rick made a motion to approve the agenda; Janice seconded it. All approved.

4. Approve minutes from September 10, 2020 . Rick made a motion to approve the minutes; Kim seconded it with a correction for the date on the minutes. All approved.

5.New Business: review bylaw changes for later approval, review Teresa work performance evaluation and discuss salary increase, welcome Susan Pepper to the board, vote for new officers: President and Vice-President.

* + Susan Stevens introduced the new member to the board, Susan Pepper. Susan Pepper gave her background and talked about why she sought to be on the Library Board. All the board members then introduced themselves to Susan.
	+ The by-law changes suggested by Rick David were discussed, Teresa will clean up the wording, and send them out to all member’s.
	+ Teresa’s evaluation and salary changes will be discussed at the end of the meeting so that Teresa can more easily leave the discussion.
	+ Board officers will be voted on at the December meeting.

6. Treasurer’s report: approve September monthly report.

* + Rick discussed the report’s content and responded to questions and comments, explaining particulars of the reports. Rick suggested that we make a plan to do something with the excess money that we have. Teresa explained that the auditor’s report and how the information will be presented to us.

7. Librarian’s report: Plans/update on opening the library during Covid and staff safety, update on children’s librarian .

* + Teresa reported that we will continue with curbside at least until the end of the year and will keep the hours as they are now, but they may increase.
	+ Teresa hired a Children’s Librarian, Amanda Dage. She has been subbing and was completing her degree, but is now ready to jump in on programming. She will work 12-15 hours a week and can add to these, as need-be. She will also be working the front desk on certain days.
	+ Kim brought up the issue that we purchased air cleaners, with the approval of the board, yet we are not allowing anyone into our building. Susan discussed how the workers would need increased PPE and plexiglass put up at the front desk. If we do have the safety measures in place, limit the number of patrons for the 1500 square feet that we have, and limit the time spent in the library to 15 minutes, it would more likely be fine to have people in the library. However, the librarians are still not comfortable with having the library opened to the public.
	+ Susan Pepper asked if Franklin residents are aware of how they can use the library. Teresa explained how the Friends of the Library will send newsletters out explaining the services.
	+ Robin asked how people can more easily ‘browse’ new books.
	+ Teresa suggested that a second person would need to be hired if we were to be open to the public. Susan Stevens asked Rick David if indeed we have money for this.
	+ Susan Pepper suggested that we offer Saturday hours.
	+ Rick reminded us that when the construction moves to the other side of the street, we will need to change where the curbside service will be.
	+ Susan Pepper suggested we have a plan of what we need in order to open. Kim suggested we have a committee formed to present a plan of what we need so that we are ready to open, when the numbers of cases are low enough.
	+ Teresa asked that we replace any non-opening windows with opening windows and put screens on doors so they can be left open, as well.

8. Maintenance: any new anticipated expenses and winterizing.

* + Kim brought up that we have two furnaces and one is a not working. She is talking to two companies now about having them fixed and this should be fixed within the next few weeks. Kim anticipates that the price will be around $3500. There is money available in the maintenance account.
	+ Kim explained that any dead plants will be respelled in the spring by the landscaping company. She also explained the outside winterizing protocols that will be done.

9. Teresa’s Evaluation:

* + It was recommended that we increase Teresa’s pay by 4%. Susan made a motion to increase the pay by 4%. Rick seconded it. All were in favor. Teresa will know when this increase will take effect. Susan will communicate this information to Teresa.

10. Public Comments - none

11. Meeting adjourned at 8:11.

Next meeting November 12, 2020 at 6:30 pm

Respectfully submitted by Robin Rosen, secretary